



**CITY OF ST CHARLES  
TWO EAST MAIN STREET  
ST. CHARLES IL 60174  
Signs – Building Permit Guide**

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Department: Building Zoning      Phone: (630) 377-4406      Fax: (630) 443-4638

1. Authorization/permit for installing signs is needed by the Building Zoning Department.
2. Each Zoning District has it's own requirements. We have included for your information copies from the Zoning Ordinance of each Zoning Districts requirements.  
If you wish to know what Zoning District would be appropriate for your permit, please contact our office. By providing us with the street address we can then inform you of what would be the correct Zoning District.  
There are special setback requirements required for the signs located on Randall Road, East Main Street (east of 13<sup>th</sup> Avenue) and on Kirk Road. A copy from the Zoning Ordinance, General Provisions, Yards, Item E is included for your information.  
Included in this packet is a copy from the Zoning Ordinance on Rules and Definitions that cover signs.
3. You will need to submit to the Building Zoning Department the following information:
  - a) Application for Permit completely filled out and signed. There is a copy of the application at the end of this packet.
  - b) Filing fee of **\$75.00**, to be paid at time of submittal.
  - c) Freestanding signs require two-2 plats of surveys indicating the location of the sign and showing the dimensions from the property line and/or right-of-way line. **No sign shall be located in any easement.**
  - d) Freestanding and wall signs both require two-2 sets of details or sketches of the sign indicating measurements of the sign, the height of the sign and the message on the sign.
  - e) If the sign is to be located in the Historic Preservation District, the sign will need to be reviewed by the Historic Preservation Commission. Attendance is required before the Historic Preservation Commission hearing. Information can be obtained through the Community Development office at 630/377-4443.
  - f) Additional information may be required by the Building Commissioner to determine compliance with the provisions of the ordinances.
4. The review process is approximately seven-7 to ten-10 working days.

Web Site [Http://www.stcharlesil.org](http://www.stcharlesil.org)

**BUILDING & ZONING DIVISION**  
**(630) 377-4406 OR (630) 377-4410**

Robert J. Vann  
**Building Commissioner**

Jerry Essem, Tom Medernach,  
**Building Inspector**

Steve Herra  
**Plumbing Inspector**

**DATE:**

**TO:**

**FROM:** St. Charles Building Zoning Department

**NOTICE:** The St. Charles Building Zoning Department has reviewed the plans, which were submitted:  
**BY:** same

**FOR:** Sign - Permanent

**LOCATION:**

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INSPECTIONS REQUIRED	
( x ) FOOTING	( x ) ELECTRIC
( x ) FRAME	( x ) FINAL
( ) OTHER: _____	

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REQUIRED CODES
( x ) ST CHARLES MUNICIPAL CODE
( x ) 1993 BOCA W/REVISIONS
( x ) 1996 NATL ELECTRIC CODE

- **Re-inspection fees:** If any of the above-indicated inspections (with the exception of a final) require a re-inspection be conducted, a fee of \$30.00 for each re-inspection will be invoiced to the builder and/or owner. If the inspection is a final and requires a re-inspection, a fee of \$50.00 for each final re-inspection is to be paid at the Building and Zoning Office prior to the Final Occupancy being issued.

**In review of your plans submitted to this office, we find that the following items must be revised to comply with our building codes. (NOTE: NO FACILITY SHALL BE OCCUPIED OR USED UNTIL A FINAL INSPECTION HAS BEEN MADE AND A CERTIFICATE OF OCCUPANCY HAS BEEN ISSUED.)**

1. Compliance with above indicated codes, ordinances, and inspections required.
2. The plan review and stamped "FIELD COPY" of the plans are to be on the job site.
3. A minimum of 24 hour notice is required when scheduling any inspection.
4. The illumination of any exterior sign shall be only during business hours or until eleven (11:00) PM, whichever is later.

## General Provisions

### 17.02.130 Yards - Requirements generally.

- \* E. Except where a greater setback or yard is otherwise required, a fifty-foot setback shall be maintained from the right of way line of Main Street (Illinois Route 64) east of Thirteenth Avenue, Randall Road, and Kirk Road. Such setback shall be landscaped with living plant material, and may also include the following:
1. sidewalks, walkways, paths, and decorative pedestrian plazas
  2. driveways generally perpendicular to the street which provide access to a parking or loading facility or to a building located beyond the setback area
  3. detention and retention basins and ponds, and decorative ponds (all subject to the setback requirements of any state or county highway authority having jurisdiction)
  4. fences four ft. in height or less (except where the provisions of the Zoning Ordinance are more restrictive)
  5. one freestanding permanent sign, to the extent permitted by the provisions of the zoning district or Ordinance granting a Special Use as a Planned Unit Development governing the property, provided that:
    - a) such sign is set back a minimum of ten feet from the right of way line;
    - b) such sign does not exceed eight feet in height above the average finished grade of the yard in which the sign is located;
    - c) no one display surface of such sign shall contain more than seventy square feet and the total area of all display surfaces shall not exceed one hundred forty square feet;
    - d) such signs shall have no flashing lights or moving parts;
    - e) the visible part of the sign support shall be concrete or masonry; and
    - f) such sign shall conform with all other provisions of the St. Charles Municipal Code.

## Rules and Definitions

\* 17.04.419     **Setback.**

"Setback" means a required minimum distance from a lot line to a building, structure, or other improvement on a lot. (Ord. 1988-Z-8 § 1.)

\* 17.04.420     **Sign, advertising (billboard or poster panel).**

"Advertising sign (billboard or poster panel)" means a sign which directs attention to a business, commodity, service or entertainment conducted, sold, or offered at any location other than upon the premises where such sign is located or to which it is affixed. (Ord. 1960-16 § III(part).)

\* 17.04.425     **Sign, business.**

"Business sign" means a sign which directs attention to a business or profession conducted, or to a commodity, service or entertainment conducted, sold, or offered upon the premises where such sign is located or to which it is affixed. (Ord. 1960-16 § III(part).)

\* 17.04.430     **Sign, flashing.**

"Flashing sign" means any illuminated sign on which the artificial light is not maintained stationary or constant in intensity and color at all times when such sign is in use. For the purpose of this title, any moving illuminated sign shall be considered a flashing sign. (Ord. 1960-16 § III(part).)

\* 17.04.435     **Sign, surface area of.**

"Surface area of a sign" means the area within a continuous perimeter enclosing the extreme limits of a sign, including any frame or border, but not including any structural elements lying outside the display area of the sign. The surface area of signs composed of individual letters, numerals, or other displays shall be the area within a continuous perimeter enclosing the limits of just the letters, numerals, or other displays. Only one side of a double-faced sign shall be included in the calculation of surface area. Double faced signs include signs where the two sign faces are parallel or where the interior angle formed by the faces of a v-shaped sign is sixty degrees or less. If the faces of a double faced sign are of unequal area, the larger face shall be the surface area of the sign. (Ord. 1993-Z-15 § 3; Ord. 1960-16 § III(part).)

## B-2-C Central Business

### \*17.25.080 Signs.

Nonflashing but illuminated business signs with no moving parts, awnings and marquees are permitted subject to regulations set forth elsewhere in the ordinances of the city and the following:

- A. Illumination. Exterior signs on a lot adjacent or directly across the street from a lot in any residential district shall not be illuminated between the hours of 11:00 p.m. and 7:00 a.m. of the next day, provided that any exterior sign may be illuminated during the business hours of the use to which it is accessory. Where a sign is illuminated by light reflected upon it, direct rays of light shall not be reflected to any part of a residential building, nor into a residence district, nor into a street. A sign in direct line of vision of a traffic signal shall not be in red, green or amber illumination.
- B. Area. The gross surface area in square feet of all signs on a lot or building shall not exceed three (3) times the number of lineal feet of the building frontage. Each side of a building which abuts upon a street shall be considered as a separate frontage. The gross area of all signs located on a side of a lot or building abutting a street shall not exceed the number of lineal feet of such building frontage.
- C. Projecting Signs. For each business establishment, one (1) non-illuminated projecting sign affixed to and perpendicular to a building wall is permitted. Such sign shall not project more than four feet (4') from the wall surface and shall not exceed ten square feet (10 s.f.) in gross area (5 square feet per side).
- D. Height to Bottom of Sign. Any projecting or free-standing sign located within ten feet (10') of the paved surface of a street or within ten feet (10') of a sidewalk, driveway or parking area, or within fifty feet (50') of the intersection of two (2) or more streets either a) shall have its lowest elevation at least eight feet (8') above grade level, or b) shall be no higher than three feet (3') above grade level.
- E. Height. A sign affixed to a building shall not project higher than the building height. A free-standing sign shall not project higher than the building height, or twenty feet (20') in height above the curb level, whichever is less.
- F. Free-standing Signs - Maximum Area. For each business establishment, one (1) free-standing sign is permitted. Such sign shall not exceed 64 square feet in gross area (32 square feet per side).
- G. Shopping Center Sign. In a shopping center, one (1) additional free-standing sign may be erected, having a total gross display area of not more than 200 square feet (100 square feet per side).

## B-2-T Transitional Business

### ~~+~~ 17.26.080 Signs and decorative gazebos.

Nonflashing illuminated business signs with no moving parts and decorative gazebos are permitted subject to applicable regulations set forth elsewhere in the St. Charles Municipal Code, and the following:

- A. The illumination of any sign shall be only during business hours. Where a sign is illuminated by light reflected upon it, the lighting shall be shielded in such a manner as to prevent direct rays of light from shining on buildings other than those on the immediate premises, or into a street.
  - B. The gross surface area in square feet of all signs on a lot or building shall not exceed the number of lineal feet of the building frontage; except, that on a corner lot the gross surface area of all signs on such side street frontage shall not exceed one-half square foot area for each lineal foot of the building frontage on said side street. Each street frontage shall be considered a separate frontage and the separate permitted gross surface sign areas shall not be combined.
  - C. Signs shall be affixed flat against the building walls and shall not project therefrom for more than twelve inches except in the case of a yard sign.
  - D. A single free-standing yard sign is permitted. Such yard sign shall not exceed thirty-two square feet in gross surface area, nor shall it exceed the gross surface area permitted in subsection B of this section. No yard sign shall be located within ten feet of the street right-of-way line. A single decorative gazebo is permitted in lieu of such free-standing yard sign. Such gazebo shall comply with the following conditions:
    - 1. The roof and sides of the gazebo shall be a minimum of 25% open.
    - 2. The gazebo shall not occupy more than 7% of a front yard or side yard adjoining a street.
    - 3. The gazebo shall not be located closer than seven feet from any lot line, except that on a corner lot, the gazebo shall not be located within that portion of a front yard situated within a triangle with two sides parallel to the street lot lines extending twenty feet from the property corner formed by the intersection of such streets.
    - 4. The gazebo shall not be higher than twelve feet above the established grade of the building.
    - 5. The gross surface area of all signs affixed to the gazebo shall be not more than two square feet.
  - E. No sign shall project higher than twelve feet above the established grade of the building.
- (Ord. 1988-Z-21 § 1; Ord. 1972-Z-46(C)(part); Ord. 1960-16 § VIII(D)(8).)

## B2 Community Business

## B3 Service Business

### \* 17.24.060 Signs.

Signs affixed to a building including those attached to walls, awnings and canopies: The surface area of a sign or signs attached to a wall shall not exceed one and one half square feet for each linear foot of frontage of the wall on which the sign or signs are located.

Lettering on awnings or canopies shall not exceed one square foot for each linear foot of frontage of the awning or canopy on which the lettering is located.

In the case of a use which does not have any exterior wall frontage, the surface area of such sign shall not exceed one and one half (1.5%) percent of the floor area occupied by such use.

(Ord. 1999-Z-26 § 1; Ord. 1994-Z-12 § 1.)

Freestanding Signs: One freestanding sign is permitted for the principal street frontage of each lot.

(The principal street frontage shall be the frontage along the front lot line). One additional freestanding sign is permitted for each additional principal building on the lot, and one additional freestanding sign is permitted for each secondary street frontage of a corner lot. The first freestanding sign on the lot may have a maximum area in square feet of 1.5 times the linear frontage of the building or 100 square feet, whichever is less. Any additional sign(s) permitted due to additional street frontages may have a maximum area in square feet of 0.75 times the secondary linear frontage of the building or 50 square feet, whichever is less. Any additional sign(s) permitted due to

## B2 Community Business

## B3 Service Business

additional buildings on the lot may have a maximum area in square feet of 0.75 times the linear frontage of the additional building or 50 square feet, whichever is less. Freestanding signs shall not exceed a maximum height of 15 feet above the street grade, as measured at a point on the street pavement closest to the sign.

**Freestanding Sign Area for Shopping Centers:** In a unified shopping center under single ownership or control on a site of four acres or more, the maximum area of the first freestanding sign on the lot may be increased from 100 square feet to 200 square feet or 1.5 times the linear frontage of the building, whichever is less.

**Directional Signs:** Directional signs may identify the use only by means of a logo, shape or color, but shall otherwise not include words identifying or advertising the use. One directional sign is permitted for each driveway access from a public street. One additional directional sign is permitted for each intersection of driveways within a site, to identify traffic routing, entrances, and services such as drive-in lanes; such additional directional signs shall be set back from the street a minimum of 20 feet. A directional sign may have a maximum surface area of 5 square feet and shall not exceed a maximum height of 4 feet above the street or driveway grade, as measured at a point on the street or driveway pavement closest to the sign.

**Illumination:** Signs may be illuminated, but may not have flashing lights. Flashing lights are defined as any artificial lighting that changes intensity or color of illumination when the sign is in use, except for changes allowed on time and/or temperature signs as defined herein. Exterior signs shall be illuminated only during business hours or until 11:00 P.M., whichever is later. Sign lighting shall not be designed or directed so as to shine undiffused rays of light (either direct or reflected) into or upon any residential building or lot, or onto a public street. No sign in direct line of vision of a traffic signal shall be illuminated in red, green or amber color, so as to resemble a traffic signal.

**Corner Visibility:** Except for directional signs as permitted herein, no sign shall be erected or maintained to a height exceeding 30 inches above the elevation of the center of the street or driveway intersection, within any sight triangle. For purposes of this provision, a sight triangle includes: a) the triangle formed by two lines extending 20 feet from the street intersection along the right of way lines, and a third line connecting the ends of the other two; b) the triangle formed by two lines extending 20 feet from the intersection of the right of way line and the edge of a driveway pavement, along such right of way line and edge of pavement, and a third line connecting the ends of the other two; and c) the triangle formed by two lines extending 20 feet from the intersection of the pavement edges of two driveways, along such pavement edges, and a third line connecting the ends of the other two.

**Setbacks and Projections:** Except for directional signs as permitted herein, all freestanding signs shall be set back from the right of way a minimum of 10 feet. A sign attached to a wall shall not project more than 12 inches from the wall surface to which it is attached.

A sign attached to a building shall not project into the public way. A sign attached to a building shall not project higher than the building height.

**Time and Temperature Signs:** Time and temperature signs are permitted as freestanding signs or wall signs, and may be included as part of such signs, subject to the following:

- a) A maximum area of 9.6 square feet for the time and temperature portion of the sign.
- b) A time sign shall be permitted to change no more frequently than one minute intervals.
- c) A temperature sign shall not change except when the temperature changes one degree.



## M-1 Limited Manufacturing

### B-4 Special Service District

#### \*17.30.060 Signs.

Signs affixed to a building including those attached to walls, awnings and canopies: The surface area of a sign or signs attached to a wall shall not exceed one and one-half square feet for each linear foot of frontage of the wall on which the sign or signs are located.

Lettering on awnings or canopies shall not exceed one square foot for each linear foot of frontage of the awning or canopy on which the lettering is located.

In the case of a use which does not have any exterior wall frontage, the surface area of such sign shall not exceed one and one-half (1.5%) percent of the floor area occupied by such use.  
(Ord. 1999-Z-26 § 1; Ord. 1994-Z-12 § 2.)

Freestanding signs: One freestanding sign is permitted for the principal street frontage of each lot. (The principal street frontage shall be the frontage along the front lot line.) One additional freestanding sign is permitted for each additional principal building on the lot, and one additional freestanding sign is permitted for each secondary street frontage of a corner lot. The first freestanding sign on the lot may have a maximum area in square feet of 1.5 times the linear frontage of the building or 100 square feet, whichever is less. Any additional sign(s) permitted due to additional street frontages may have a maximum area in square feet of 0.75 times the secondary linear frontage of the building or 50 square feet, whichever is less. Any additional sign(s) permitted due to additional buildings on the lot may have a maximum area in square feet of 0.75 times the linear frontage of the additional building or 50 square feet, whichever is less. Freestanding signs shall not exceed a maximum height of 15 feet above the street grade, as measured at a point on the street pavement closest to the sign.

D. Except where a greater setback or yard is otherwise required, a fifty-foot setback shall be maintained from the right of way line of Main Street (Illinois Route 64) east of Thirteenth Avenue, Randall Road, and Kirk Road. Such setback shall be landscaped with living plant material, and may also include the following:

5. one freestanding permanent sign, to the extent permitted by the provisions of the zoning district or Ordinance granting a Special Use as a Planned Unit Development governing the property, provided that:
  - a. such sign is set back a minimum of ten feet from the right of way line;
  - b. no one display surface of such sign shall contain more than seventy square feet and the total area of all display surfaces shall not exceed one hundred forty square feet;
  - c. such signs shall have no flashing lights or moving parts;
  - d. the visible part of the sign support shall be concrete or masonry; and
  - e. such sign shall conform with all other provisions of the St. Charles Municipal Code.

Freestanding signs for automobile dealers: A lot containing motor vehicle sales may have additional freestanding signs based on the number of manufacturers whose motor vehicles are sold on the premises, subject to the hereinafter described regulations: For a site having one such manufacturer, no additional signs. For a site having two such manufacturers, one additional freestanding sign. For a site having three or more such manufacturers, two additional freestanding signs. Each additional freestanding sign may identify only a manufacturer not represented on any other freestanding sign. All freestanding signs on a lot utilizing the provisions of this paragraph shall be located not less than two hundred feet from each other.

**Directional signs:** Directional signs may identify the use only by means of a logo, shape or color, but shall otherwise not include words identifying or advertising the use. One directional sign is permitted for each driveway access from a public street. One additional directional sign is permitted for each intersection of driveways within a site, to identify traffic routing, entrances, and services such as drive-in lanes; such additional directional signs shall be set back from the street a minimum of 20 feet. A directional sign may have a maximum surface area of 5 square feet and shall not exceed a maximum height of 4 feet above the street or driveway grade, as measured at a point on the street or driveway pavement closest to the sign.

**Illumination:** Signs may be illuminated, but may not have flashing lights. Flashing lights are defined as any artificial lighting that changes intensity or color of illumination when the sign is in use, except for changes allowed on time and/or temperature signs as defined herein. Exterior signs shall be illuminated only during business hours or until 11:00 P.M., whichever is later. Sign lighting shall not be designed or directed so as to shine undiffused rays of light (either direct or reflected) into or upon any residential building or lot, or onto a public street. No sign in direct line of vision of a traffic signal shall be illuminated in red, green or amber color, so as to resemble a traffic signal.

**Corner Visibility:** Except for directional signs as permitted herein, no sign shall be erected or maintained to a height exceeding 30 inches above the elevation of the center of the street or driveway intersection, within any sight triangle. For purposes of this provision, a sight triangle includes: a) the triangle formed by two lines extending 20 feet from the street intersection along the right of way lines, and a third line connecting the ends of the other two; b) the triangle formed by two lines extending 20 feet from the intersection of the right of way line and the edge of a driveway pavement, along such right of way line and edge of pavement, and a third line connecting the ends of the other two; and c) the triangle formed by two lines extending 20 feet from the intersection of the pavement edges of two driveways, along such pavement edges, and a third line connecting the ends of the other two.

**Setbacks and Projections:** Except for directional signs as permitted herein, all freestanding signs shall be set back from the right of way a minimum of 10 feet. A sign attached to a wall shall not project more than 12 inches from the wall surface to which it is attached. A sign attached to a building shall not project into the public way. A sign attached to a building shall not project higher than the building height.

(Ord. 1993-Z-15 § 6; Ord. 1992-Z-9 § 1; Ord. 1972-Z-46(B); Ord. 1968-31(part); Ord. 1960-16 § VIII(F)(6).)

## O-R-1 Office Research

## O-R-2 Office Research

### \* 17.32.090 Signs.

Nonflashing but illuminated business signs with no moving parts (provided that time and/or temperature signs which change lights within a panel of stationary lights shall not be construed to be flashing or to have moving parts), awnings and marquees are permitted subject to regulations set forth elsewhere in the ordinances of the city and the following:

- A. Where a sign is illuminated by light reflected upon it, direct rays of light shall not beam upon any part of any existing residential buildings, nor into a residence district, nor into a street. A sign in direct line of vision of a traffic signal shall not be in red, green or amber illumination.
- B. The gross surface area in square feet of all signs on a lot or building shall not exceed two (2) times the number of linear feet of the building frontage; and each side of a building which abuts upon a street shall be considered as a separate frontage; and the gross area of all signs located on a side of a lot or building abutting a street shall not exceed the number of linear feet of such building frontage.
- C. One (1) ground sign shall be permitted for each building on a lot, except that on a corner or through lot, a sign may be erected along each street frontage. A ground sign may not exceed eight feet (8') in height. A ground sign shall not be closer than ten feet (10') from a side or rear lot line; fifteen feet (15') from a front line; or three feet (3') from a driveway or parkway area.
- D. A sign affixed to a building shall not project higher than the building height.
- E. Time and/or temperature signs, in accordance with the following:
  - 1. Construction. Time and/or temperature signs shall be constructed of incombustible material, including the frames, braces, and supports thereof.
    - a. Regulation of Size. Such time and/or temperature signs shall not be more than 9.6 square feet in area.
    - b. Requirements on Glass. Any glass forming a part of a clock of the sign thereon shall be safety glass, or plate glass at least one-fourth (1/4") thick, or an approved plastic securely held in place.
    - c. Cover or Service Opening To Be Secured. Any cover or service opening of a time and/or temperature sign shall be securely fastened thereto by metal hinges.
    - d. Time Sign. A time sign shall be permitted to change no more frequently than thirty-second intervals.
    - e. Temperature Sign. A temperature sign shall not change except when the temperature changes one (1) degree.
    - f. Time and Temperature Sign Combination. If the same surface area is provided for both time and temperature, the frequency of change shall be no more frequently than two-second intervals. If separate space is provided on the sign surface area for time and temperature, paragraphs a and e of this subdivision shall apply.
  - 2. All time and/or temperature signs erected on the exterior of any building or structure shall comply with the requirements set forth in provisions on wall signs.
  - 3. No advertising shall be placed upon a time and/or temperature sign other than the name of the owner or a reference to the business, industry, or pursuit conducted within the premises to which the time and/or temperature sign is attached.

**City of St. Charles  
Two East Main Street  
St. Charles IL 60174-1984**

Department: Building & Zoning Phone 630/377-4406

Fax 630/443-4638

**Application for Signs, Banners, Flags and Tent Permit**

Application date: \_\_\_\_\_ Permit Issued: \_\_\_\_\_ Permit No: \_\_\_\_\_

**Please Print All Information**

I, \_\_\_\_\_, do hereby apply for a permit for the following work location  
at \_\_\_\_\_, **Lineal feet of building frontage/tenant space** \_\_\_\_\_,

**Number of square feet of proposed sign** \_\_\_\_\_ Estimated cost of sign \_\_\_\_\_

Description of proposed sign \_\_\_\_\_

Plans showing details and location of sign: 2 Plat of Survey (\*) 2

\*Plat of survey required only is free standing sign

**Note: Is this property located in the Historic Preservation District? \_\_\_\_**

***Owner of Property***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

***General Contractor***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

***Electric Contractor***

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State/Zip Code: \_\_\_\_\_

**If Temporary Signs, Banners,  
Flags, Balloons, Tents:**

**Date of Installation:** \_\_\_\_\_

**Date of Removal:** \_\_\_\_\_

Continued on Reverse

**Please Print All Information**

**I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the building, plumbing, electric and other applicable ordinances of the City of St. Charles and shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent, shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications and other written information supplied as a part of this application. I am familiar with the applicable ordinances and the provision thereof and in signing this application do willingly become responsible for all work accomplished under the permit by all contractors, tradesmen and workmen, and shall call for inspections as required at a minimum of 24-hours before they become due.**

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Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Report of the Building Official**

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Accepted: \_\_\_\_\_ Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_

For Office Use

Received \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Receipt #: \_\_\_\_\_